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No. 1-21: Bilingual Pay Policy for Municipal Employees (Effective Date 10.23.92)

1. PURPOSE

To provide a bilingual pay differential for municipal employees whose position responsibilities require a demonstrated knowledge and ability to communicate in a language other than English.

2. OBJECTIVE

To enhance the City's ability to recruit and retain qualified individuals with bilingual ability enabling the City to better serve the needs of the community.

3. SCOPE

This policy directive is applicable only to municipal employees. Classified personnel covered by Chapter 143 of the Texas Local Government Code are separately eligible for bilingual pay under City Ordinance No. 91-609.

4. RESPONSIBILITIES

a. Department Directors are responsible for determining the positions (and affected individuals) in their department which are eligible to receive bilingual pay.

b. The Personnel Director is responsible for ensuring that each of the criteria for eligibility is met. on an annual basis, the Personnel Director is responsible for screening a random sample of employees receiving bilingual pay to ensure that the employees meet criterion 5. (b) as specified below.

5. POLICY

Each of the following criteria must be met in order for an employee to be eligible to receive bilingual pay differential:

a. The individual employee's position responsibilities must, as evidenced by the duties specified on their Employee Performance Evaluation Plan and/or job posting, require the fluent (verbal and/or written) use of a

language other than English on a continuing and frequent basis in order to meet the public service responsibility of the department.

b. The individual employee must possess a demonstrated ability to communicate verbally and/or in writing, as determined by the department, in a language other than English.

c. The additional language ability must be beneficial in the performance of the position duties and have a positive impact on the department's delivery of service.

Any language(including American sign language) is eligible if it is deemed necessary to perform the functions of the job.

Compensation paid to an employee for bilingual ability will be established and periodically reviewed by the Personnel Department. This amount is separate from the employee's base pay and will remain in effect as long as the eligibility criteria continue to be met.

It is not the City's policy to pay bilingual pay differential to every employee who has bilingual ability. Employees must be in a position which requires the use of their bilingual ability as an essential function of the job.

6. PROCEDURES

a. Each department is responsible for identifying the positions requiring bilingual ability in accordance with the specified criteria.

b. Department Directors must submit a Bilingual Pay Differential Request Form to the Personnel Director identifying each eligible position and affected individual with a statement justifying the need for bilingual ability. Additional requests or deletions should be submitted as needed.

c. The Personnel Director shall review the requests for approval to ensure that each of the criteria for eligibility is met.

d. If an employee receiving bilingual pay is re-assigned to a position not requiring bilingual ability, the pay differential will be discontinued.

e. The bilingual pay differential will be discontinued in the event the functions of the position no longer require bilingual ability.

f. Each department is responsible for reevaluating its bilingual needs on a continuing basis.

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